

REQUEST FOR PROPOSALS 2016-0002

Commissioner's Meeting Room Audio/Visual Equipment Upgrade

Issued November 1, 2016



**Proposals Required by November 30, 2016
2:00 PM**

**Stanly County, NC
1000 N 1st St
Albemarle, NC 28001**

Request for Proposal

Commissioner's Meeting Room Audio/Visual Equipment Upgrade

November 1, 2016

The County of Stanly (the County) is requesting proposals from Service Providers regarding an Audio/Visual Equipment upgrade to their Board of Commissioners Meeting Room and Board of Commissioners Meeting Room located in Stanly Commons.

The requirements for submitting proposals are stated in the attached Request for Proposal (the RFP). Please review them carefully.

Responses are due in the County of Stanly IT Department, 1000 N 1st St, Ste 19, no later than 2:00 PM, Wednesday, November 30, 2016. One (1) hard copy original and three (3) copies of your response should be submitted in a sealed opaque envelope or box plainly marked as follows:

Request for Proposal 2016-0002

Commissioner's Meeting Room Audio/Visual Equipment Upgrade

Name of Company Submitting Response

Bids may be **mailed to** or **dropped off** at the County of Stanly Information Technology department, 1000 N 1st St, Ste 19, Albemarle, NC 28001. It is the responsibility of each bidder to ensure their bid packet is received on time. The bid will close based on the time displayed on the computer in the office of the Director of Information Technology.

All Bidders are required to acknowledge receipt of this invitation by email (ccoble@stanlycountync.gov), in order to receive any addendums that may be issued. Failure to do so will be sufficient grounds for rejection of the bid by the County.

All questions or requests for clarification regarding this RFP must be in writing via email (ccoble@stanlycountync.gov) per the enclosed instructions in Section 2.2. Any technical questions or clarifications must be directed to Chad Coble at (ccoble@stanlycountync.gov) with the Information Technology department.

1. INTRODUCTION

1.1. Background and Intent

The County of Stanly invites vendors to submit proposals in accordance with the terms and conditions of this RFP. This RFP provides the requirements and evaluative criteria for the completion of an audio visual upgrade of the County of Stanly Board of Commissioners Meeting Room located at Stanly County Commons and requests detailed responses from all prospective vendors, including pricing and service descriptions, in a specified format. The County will conduct a review of the responses received from this RFP.

The purpose of this document is to provide general and specific information for use by Vendor(s) in submitting a proposal to supply County of Stanly with information technology goods and services as listed above in accordance with **N.C.G.S. 143-129.8**. We will select a qualified Vendor with whom we will develop a mutually beneficial contractual relationship. Our decision to award will be based on our determination of the proposal that offers the best overall benefit to the County, taking into account pricing, maintenance and support, and any value-added services and other factors specified herein. We reserve the right to reject any or all proposals.

You are being asked to submit a proposal in a sealed envelope in accordance with the attached specifications and within the terms and conditions herein set forth.

1.2. Accuracy of RFP and Related Documents

The County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in the RFP, or otherwise distributed or made available during the procurement process. In addition, the County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the County other than those given in writing by the County through the issuance of addenda. In no event may a Service Provider rely on any oral statement by the County or its officials, officers, employees, agents, advisors, or consultants.

1.3. County Rights and Options

The County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify the RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To reject any or all proposals produced in response to this RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to the RFP that would be in the best interests of the County;
- To issue additional requests for information, and/or;
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the County to evaluate the responses submitted.

1.4. Expense of Submittal Preparation

The County accepts no liability for the cost and expenses incurred by the Service Providers in response to this RFP, including preparing requests for clarification. Each Service Provider that prepares a response shall do so at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the County for the costs and expenses associated with the Response.

1.5. Trade Secrets/Confidentiality

Upon award of any contract, your Response is considered a public record, except for material that is confidential, privately owned, business information pursuant to North Carolina General Statute § 132-1.2(1). Your Response will be reviewed by County staff and members of the general public who submit public records requests.

THE RESPONDER IS REQUIRED TO IDENTIFY ALL INFORMATION WHICH MEETS THE CRITERIA FOR CONFIDENTIALITY PURSUANT TO G.S. § 132-1.2(1). THE RESPONDER MUST FOLLOW PROCEDURES NOTED BELOW AND ATTACH DOCUMENTATION SPECIFYING HOW THE INFORMATION QUALIFIES TO BE TREATED CONFIDENTIAL UNDER G.S. § 132-1.2(1). IF AN ENTIRE RESPONSE IS MARKED CONFIDENTIAL OR TRADE SECRET, IT WILL BE DISQUALIFIED FROM CONSIDERATION.

To properly designate material as “confidential” or a “trade secret” under these circumstances, each Service Provider must take the following precautions: (a) any confidential information or trade secrets as set out in G.S. § 132-1.2(1) submitted by a Service Provider **MUST** be submitted separately in a sealed envelope marked **“Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Response,”** (b) **offer documentation specifying how the content qualifies as a trade secret under North Carolina law,** and (c) **“trade secret” should be stamped on each page of the trade secret materials contained in the envelope.**

In submitting a response, each Service Provider agrees that the County may reveal such confidential information contained in such response to all County staff and officials involved in the selection process, and to any outside consultant or other third parties who serve on an Evaluation Committee or who are hired by the County to assist in development of specifications. Furthermore, each Service Provider agrees to defend, indemnify, and hold harmless the County and each of its officers, employees and agents from all loss, liability, claims, costs, damages and expenses (including reasonable attorney’s fees) incurred in connection with refusing to disclose any material which the Service Provider has designated as a trade secret. **Any Service Provider that designates its entire Response as a Trade Secret will be disqualified.**

1.6. Equal Opportunity

The County has an equal opportunity purchasing policy. The County seeks to ensure that all

segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of small and minority business enterprises in our procurement activities. The County provides opportunities for all businesses and does not discriminate against any Service Provider regardless of race, color, religion, age, sex, national origin or disability.

1.7. Clarification of Ambiguities

Any Service Provider believing that there is any ambiguity, inconsistency or error in this RFP shall promptly notify the County as outlined in Section 2.2, in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error.

1.8. Availability of Funds

This RFP is conditional upon the availability of federal, state or local funds which are appropriated or allocated for payment of the proposed purchase. If, during any stage of this RFP process, funds are not allocated and available for the proposed purchase, the RFP process will be canceled. The County will notify all known vendors at the earliest possible time if this occurs. The County is under no obligation to compensate a vendor for any expenses incurred as a result of the RFP process.

2. DESCRIPTION OF RFP PROCESS

This section contains information, which shall govern the procurement process for this project.

2.1. Schedule and Process

The following chart shows the schedule of events to prepare your organization's response. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the sections that follow:

<u>DATE</u>	<u>EVENT</u>
November 1, 2016	Advertisement and Issuance of RFP
November 8, 2016	Pre-Proposal Meeting at 3:00pm in Commons Meeting Room.
November 21, 2016	Cut-off for Submitted Questions is 4:00 P.M., Eastern Time. Service Providers are permitted to submit written questions to the County, but only for purpose of clarifying this RFP. All submissions shall be submitted as outlined in Section 2.2.
November 30, 2016	Response Submission due by 2:00 PM Eastern Time on this date. The deadline will be based on the time displayed on the

2.2. Interpretation and Addenda

No significant interpretation or clarification of the meaning of any part of this RFP will be made orally to any Service Provider. Service Providers must request such interpretations or clarification in writing via email (ccoble@stanlycountync.gov). Questions should reference the RFP page and topic number.

You must submit your questions by 4:00 P.M., Eastern Time, on November 21, 2016. Any written responses issued by the County to questions and requests for information will be provided to all Service Providers that have requested an RFP. Any and all such interpretations and supplemental instructions will be made in the form of written addenda and shall become a part of this RFP.

Any withdrawal notice shall be in writing and received prior to the RFP opening.

2.3. Submission of Responses

One (1) original response signed in ink by an authorized company official, and three (3) hard copies shall be delivered no later than November 30, 2016 at 2:00 P.M., Eastern Time to:

County of Stanly – IT Department
ATTN: Chad Coble
1000 N. 1st St., Ste 19
Albemarle, NC 28001

The “original” response and each of the three (3) copies shall be complete and unabridged and shall not refer to any other copy of the signed original for any references, clarifications, or additional information. When received, Responses and supporting materials, as well as correspondence relating to this RFP, shall become the property of the County and subject to disclosure under North Carolina Public Records Law.

Responses sent by facsimile (fax) or email will not be accepted.

Responses will not be made available to inspect or copy until any trade secret issues have been resolved and the contract has been awarded.

2.4. Pre-Proposal Meeting

A pre-proposal meeting is scheduled for November 8 at 3:00 pm at Commons Meeting Room. It will not be a mandatory meeting; however, the County will not be responsible for providing respondents who are not present with any information provided at this meeting, unless it results in a material change in the requested information contained within this RFP. Service Providers must notify the County via email if they plan to attend this meeting (ccoble@stanlycountync.gov)

2.5. Acceptance and Rejection of Proposals

The County reserves the right to:

- Award a proposal received on the basis of individual items, or on the entire list of items;
- Reject any or all proposals, or any part thereof;
- Waive any informality in the proposals.

The contract for this entire project will be awarded to the respondent deemed the best overall proposal as determined by the evaluation criteria and process outlined in section 2.7 of this RFP as a lump-sum award. The County reserves the following rights (in addition to those accorded to County of Stanly by policy and statutory laws):

- The right to negotiate with one (1) or more vendors to arrive at a final selection.
- The right to negotiate all Proposal elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractors proposed after the award).
- The right to reject any and all Proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit Proposals.
- The right to award the contract to a vendor who submits the best overall Proposal (N.C.G.S. 143-129.8).

The decision of the County shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse vendors from full compliance with its specifications if the vendor is awarded the contract.

2.6. Preliminary Review of Proposals

Proposals which fail to meet the following standards of completeness will be considered “**NON-QUALIFIED**” and will **NOT** be reviewed:

- Timely submission of the proposal (on or before deadline for submission);
- Required number of copies (one (1) original and three (3) copies);
- Signed Cover Sheet and Execution of Proposal Documentation;
- All designated attachments;
- Other requirements provided herein.

2.7. Evaluation of Proposals

All qualified proposals will be reviewed and evaluated. At any time during the review, the County may request additional information from the Service Provider. Such information request and Service Provider’s response must be in writing. Information may be requested from sources other than the submitted proposal to evaluate the Vendor. Evaluation will include, but will not be limited to:

- Strength and stability of the Service Provider to provide the requested goods and/or services;
- Ability to meet the project timeline;
- Overall responsiveness, viability and completeness, as well as the likelihood that, in the

County's opinion and at the County's discretion, the proposal best meets or exceeds the County's specifications;

- Scope of goods/services being proposed;
- Information in the executive summary;
- Personnel qualifications;
- Distinguishing characteristics;
- Cost of proposed goods/services;
- Experience with similar projects of comparable size and scope; any other facts or information considered relevant by the County.

3. SCOPE OF WORK.

3.1. Objective and Scope.

The purpose of the RFP is to solicit from qualified service providers for the upgrade of audio visual equipment in the Board of Commissioners Meeting Room. The scope of the project will be as follows:

- Replace the existing audio/visual equipment installed in the control room, public areas, side meeting room, and dais with a production system that provides audio and high definition digital video.
- Replace the four (4) existing CRT monitors in the Boardroom with four (4) widescreen LCD HD monitors as large as will fit in the physical space providing there is a minimum of 6'-6" of clearance between the bottom of the monitor and the floor. Utilize existing mounts if possible
- Remove all existing equipment and wiring from rack, room, and dais
- Replace the existing monitors on the dais with widescreen monitors no larger than 20".
- Replace existing mics on dais and lectern and have enough audio inputs on dais to support up to 15 positions
- Replace existing lectern inputs with HDMI and VGA inputs and add one additional set of inputs
- Replace video inputs located on wall of meeting room and side meeting room with HDMI and VGA
- Replace existing DVR with production grade DVR with network access
- Replace existing PDU to supply all rack components with AC power
- Provide surge protection for all components in rack with 3000 joule minimum rating
- Provide uninterruptible power to all rack components to keep system up for a minimum of 10 minutes in the event of power loss (UPS and Surge protection may be combined in single piece of hardware)
- Presentation capability from PC located at Clerk's seat on dais using HDMI and VGA
- Replace existing legacy wiring to support new equipment when necessary
- Replace existing lighting controller that controls lights above dais (if needed for

interoperability)

- One wireless touchscreen admin panel to control all system components (PTZ Cameras, Switcher, DVR, Room lights, etc).
- Software to control all video and audio functions via a PC located in control room (PC to be supplied by County)
- Blue Ray/DVD Playback capabilities
- Hearing Impairment Aid for Public including at least four devices for public to use.
- Replace existing wireless mics with 4 new ones (two handheld and 2 lapel)
- Replace existing 6 cameras with a minimum of 4 (1 PTZ facing audience, 1 PTZ facing dais, 1 overhead document camera, 1 fixed side camera) more can be added at the discretion of bidder to adequately cover room per their expertise.
- PTZ cameras must support a minimum of 7 presets
- Ability to preview each audio and video source
- System must support a minimum of 24 audio and video inputs and 24 outputs
- All components must be able to support 720p, 1080p, and 4K video
- Provide at least one year of warranty and maintenance by the service provider with an option provided for three year pricing.
- Train staff how to use system
- Any programming languages used must be industry standard and not proprietary in nature
- The proposed solution programming and code must become the property of the County of Stanly with written documentation conveying such rights to the code and related software.

3.2. Desired Outcomes of the Project

Our objective is to select and acquire the appropriate set of equipment to provide a high definition audio and video experience in the Board of Commissioners Meeting Room while leveraging technologies that allow for easier use of the equipment by both the public and County staff.

3.3. General Functional Requirements

- A. Use of HDMI connectivity for Video
- B. All video related components should be by the same manufacturer
- C. All audio related components should be by same manufacturer
- D. Good cable management and labeling practices are required
- E. All equipment to be located in control room must fit in existing rack in control room (with the exception of remote admin panel, PC, and monitor)
- F. System should be complete and turn key at project end

3.4. Documentation

As part of its response pursuant to Section 2.3, Vendor shall submit to the County the following documents in electronic format:

- A. End user guides

- B. System Documentation (including detailed logical diagram provided in Visio format)
- C. Detailed Inventory List of all equipment provided
- D. Full technical specifications and as built documentation
- E. Project and implementation timeline including milestones and project completion
- F. Other related documentation to the project

3.9. Implementation Support and Services

- A. The County is requesting the Service Provider to provide the County with all equipment and professional services necessary to meet the scope and desired outcome of the RFP.

3.10. Warranty and Maintenance/Support

- A. The successful Vendor shall warrant that all equipment is **NEW**, in good working order, free from defects and in conformance to specifications. All equipment must conform to the manufacturer's official published specifications. The successful Vendor shall agree to repair, adjust and/or replace (as determined by County of Stanly to be in its best interest) any defective equipment within the warranty period at the successful Vendor's sole expense. Hardware will be warrantied for standard manufacturer warranty period.

4. RESPONSE FORMAT

The County desires all responses to be identical in format in order to facilitate comparison. While the County's format may represent a departure from the Service Provider's preference, the County requires adherence to the format. All Responses are to be in the format described below:

- A. Cover Letter
- B. Section 1 Executive Summary;
- C. Section 2 Company Profile;
- D. Section 3 Client Profiles;
- E. Section 4 System Functionality;
- F. Section 5 Implementation Training, Maintenance;
- G. Section 6 Budget;
- H. Section 7 Execution of Proposal (provided at the end of this RFP); and,
- I. Other information the Service Provider wishes to communicate to the County.

Overview of Response Content

A. Cover Letter

The cover letter shall provide the name, address, telephone and facsimile numbers of the Service Provider along with the name, title, address, telephone and facsimile numbers of the executive that the County should contact with further questions for clarification about the Services.

B. Section 1 – Executive Summary

Provide a brief overview of the proposed solutions, including cost summary, project approach and benefits of solution.

C. Section 2 – Company Profile

Include the following information:

- Provide the name and headquarters address of your firm;
- Indicate the legal form of the business;
- State the total number of employees for the corporation and the number of employees whose primary responsibility is related to implementation and support of audio/visual equipment;
- State the company's revenue in last two (2) years;
- Identify other major products or services your firm offers; and
- Indicate the total number of your company's audio/visual solutions that are installed and currently in use in the public sector as well as the private sector.

D. Section 3 – Client Profiles

The County is requesting information about clients who have purchased similar equipment and have used it in a production environment for at least one (1) year. List public sector clients whose requirements are similar to the County's requirements. Please include the following information for a minimum of three (3) clients.

- Provide the name and address of each referenced client;
- List the name of the client's project manager, their telephone number, fax number and email address; and
- Provide a description of the project and the projected outcome.

E. Section 4 – System Functionality

The purpose of this section is for the respondent to identify specifically how the functionality of their proposal will meet the needs of the County. Response may include flow charts, diagrams and other visual representations of the proposal. Please do not substitute printed brochures in response to specific questions.

F. Section 5 – Implementation, Training and Maintenance

Provide the following information:

- Describe the implementation process and schedule;
- Describe the maintenance program and any other options.

G. Section 6 – Budget

Provide a description of all costs, including implementation, training and all other required services. Proposals should include a detailed inventory of the proposed equipment along with the line item cost of the equipment. Cost projections need to be listed in the following breakdowns:

- Cost of complete project (software, training, hardware, professional services, shipping and freight,).

H. Section 7—Execution of Proposal Documentation

The execution of proposal documentation is found on the last two (2) pages of this RFP. All respondents must complete and sign both pages of the documentation and submit with proposal. Failure to include a completed, signed execution of proposal will result in the proposal being excluded from consideration.

All responses shall be on 8 ½” x 11” format with all standard text no smaller than 11 points. Please provide one (1) original signed response and three (3) hard copies of the response.

5. AWARD OF PROPOSAL

County of Stanly staff will ultimately forward a formal recommendation of award to the County of Stanly Board of Commissioners who have the final award approval. Any contract resulting from this Request for Proposals shall be awarded to the Vendor that submits the best overall proposal as determined by the County of Stanly in accordance with NC G.S. 143-129.8. The County may negotiate with any Vendor in order to obtain a final contract that best meets the needs of the County of Stanly.

The County shall have a period of one hundred eighty (180) days after the opening of the bids in which to award a contract. If awarded, contracts shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority.

All proposal information from all bidders, except that specifically meeting the trade secret requirements set forth in this RFP, become subject to public inspection upon contract award pursuant to G.S. § 143-129.8,. It is the County’s policy to advise all bidders as to whom the award is given.

6. MISCELLANEOUS ITEMS

Insurance

A. As a minimum, the Service Provider shall provide and maintain the following coverage and limits:
Commercial General Liability Insurance of no less than \$2,000,000 General Aggregate Limit (Other than Products-Completed Operations), \$2,000,000 Products-Completed Operations Aggregate Limit, \$1,000,000 Personal and Advertising Injury Limit, \$1,000,000 Each Occurrence Limit, and \$100,000 Fire Damage Limit, and shall not contain an exclusion for contractual liability.

Workers Compensation and Employee Liability insurance with limits for Coverage A Statutory - State of North Carolina and Coverage B Employers Liability \$500,000 bodily

injury, \$500,000 bodily injury by disease, and \$500,000 by disease policy limit.

Automobile liability the limits shall not be less than \$1,000,000 each person, \$1,000,000 each occurrence of bodily injury liability, and \$1,000,000 each occurrence of property damage liability, policies with a single combined limit must be not less than \$2,000,000 or \$1,000,000 with an umbrella policy of \$1,000,000 per occurrence.

B. All insurance companies must be licensed in North Carolina and be acceptable to Stanly County. Insurance Policies, EXCEPT Workers' Compensation shall be endorsed (1) to show Stanly County as additional insured, as their interests may appear and (2) to amend cancellation notice to 30 days, pursuant to North Carolina law. Certificates of insurance shall be signed by a licensed North Carolina agent and be amended to show "thirty (30) days' notice of change or cancellation will be given to Stanly County Finance Director by certified mail."

Retainage

A ten percent (10%) retainage fee will be withheld from all payments for the first half of the contract price. No retainage will be withheld on the second half of payments. The accumulated retainage will then be paid in full within 30 days of the payment of the final invoice.

Exhibit A

Current Inventory of the County's Equipment

Manufacturer	Model	Qty	Description
TOA	A912MK2	1	900 Series II Amplifier
TOA	TS-700	1	Conference Unit
TOA	TS-701	1	Chairman Mic
TOA	TS-702	11	Mic
Listen	LT-800	1	Transmitter
Listen	LR-300	6	Digital RF Receiver
Listen	LA-164	6	Digital Ear Speaker
Listen	LA-321	1	Portable Charger/Carrying Case
Shure	PG4	1	RF Receiver
Shure	PG1	1	RF Bodypack Transmitter
Shure	PG185	1	Lavalier Mic
Kramer	VP-15	1	Distribution Amplifier
Extron	128	1	Crosspoint Switcher
Extron	VSC-75	1	Scan Converter
Crestron	ST-COM	1	2 COM Port Module
Crestron	ST-PC	1	Power Converter

Crestron	AV2	1	Video Control Processor
Atlas Sound	ACRL291	1	PDU
Inline	1403	1	Video Scaler
Electrograph	DTS34-CRT	4	Video Display
Cannon	VC-C4R	1	PTZ Camera
Sony	SSC-CD43V	1	Dome Camera
Vaddio	EVI-D70	1	PTZ Camera
Unknown	Unknown	1	Fixed side camera

EXECUTION OF PROPOSAL

(Submittal #)

Agreement

By signing this proposal, the Offeror agrees to the following items. Initial each line item below for acceptance.

#	Item	Initial Below
1	This proposal is signed by an authorized representative of the firm.	
2	Offeror has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.	
3	The Offeror understands the scope and requirements of this RFP and has included all labor costs, direct and indirect, in the proposed cost.	
4	The cost and availability of all equipment, materials, and supplies, if needed, associated with performing the services described herein have been determined and included in the proposed cost.	
5	Offeror will be responsible for all warranty issues related to goods and services provided during the factory warranty period if applicable.	

Authorization

In compliance with this RFP, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening, to furnish the goods or services as stated in this RFP.

#	Item	Provide Information
1	Company Name	
2	Address	
3	City, State, Zip	
4	Telephone Number	
5	Fax Number	
6	E-mail Address	
7	Federal Identification Number	

VENDOR ATTESTATION

BY _____ TITLE _____
(Signature) COMPANY _____
_____ DATE _____
(Typed or printed name)

ACCEPTANCE OF PROPOSAL

County of Stanly

BY: _____ TITLE: _____

DATE: _____ TIME: _____

**BOTH PAGES OF THE EXECUTION OF PROPOSAL DOCUMENT MUST BE SIGNED
AND INCLUDED IN THE PROPOSAL. NON-COMPLIANCE WITH THIS
REQUIREMENT WILL RESULT IN THE PROPOSAL BEING EXCLUDED FROM
CONSIDERATION.**